FINANCIAL SECRETARIAT

ues orders fixing the Standard Scale of Menial Staff.

etter No. Fl. 89-165—G.F. 206-47-22, dated 1st July 1948, from the ary to Government, Finance Department, in the matter of ishment of menial staff.

DER No. FL. (B) 4722-4822—L.F.A. 79-51-2, DATED BANGALORE, THE 8TH FEBRUARY 1952.

the letter read above the scale of menial staff for the rs and the offices was suggested for adoption, pending ailed examination of the whole question. The question now been fully examined and it is directed that the dard scale of peons for the officers and offices will be der :—

FOR OFFICERS.

Chief Minister	6 peons
All other Ministers	5 ,,
Speaker of the Legislative Assembly and Chairman of the Legislative Council.	3 peons each
Heads of Departments	1 peon for Office and 2 peons for residence.
Secretaries to Government (including Joint Secretaries and Additional Secretaries, if any.)	
Deputy Commissioners of Districts ...	
District Judges	
Deputy Inspector-General of Police ...	
District Superintendents of Police ...	
Executive Engineers	
Other touring Gazetted Officers and Officers of the Secretariat, *viz.*, Under Secretaries, Assistant Secretaries, Additional Assistant Secretaries.	1 peon for Office and 1 peon for residence.
All other Gazetted Officers (non-touring) and all touring non-gazetted officers now having peons.	1 peon each

OTE.—Touring officers are those who by the nature of their duties are required to tour each month.

FOR OFFICES.

wo peons for offices employing less than 10 clerks and an additional peon for every 8 additional clerks.

This standard scale may be given effect to as far as ble from now alone but in no case shall this scale be ded on or after 1*st April* 1952. Wherever the scales ing are lower than this standard scale, they need not creased.

In effecting retrenchments wherever necessary, the wing procedure should be adopted :—

Vacant posts for which provision has been made be kept unfilled or hands from posts filled up and to be retrenched may be drawn to vacant posts, according to the exigencies of service, but in no case it shall exceed the standard scale prescribed above.

Where an officer acts in a dual capacity either on a orary or permanent measure, he will be entitled to one set of peons, whichever may be advantageous to No addition, under any circumstances, will be ved.

The allotment of peons to Officers will include no ent of leave reserve. If an officer's peon goes on leave, ould be replaced by a peon from the office, whose should, if necessary, be filled up by temporary recruit-

The Heads of Departments are requested to give to the above and to issue suitable instructions to the erned officers working under them, so that necessary nchments will have been effected by 1st April 1952. are also requested to furnish to Government in the nce Department (Budget Section) on or before 1st 1952 a statement showing the number of peons ing, the number retrenched, the number retained ding to the scale now prescribed and the savings ed.

The percentage of 10 prescribed for retrenchment overnment Order No. Fl. 7508-7608—G.F. 158-50-2, 7th December 1950, is withdrawn in view of the fixed in this order.

M. SHAMANNA,
Secretary to Government,
Finance Department.

Issues orders in regard to Economy Measures.

ORDER NO. FL. (B) 4622-4722—L.F.A. 79-51-1, DATED BANGALORE, THE 8TH FEBRUARY 1952.

Orders of the Government have been issued from time to time on some of the proposals of the Economy Officer. The retrenchment measures covered by orders already issued have not secured appreciable savings and there has not been much co-operation from the departments in securing savings. Appreciable increases are being noticed in several departments and the temporary establishments are continued indefinitely without completing the work within the time as contemplated when the establishment was first sanctioned. The enhancement of Dearness Allowance to non-gazetted staff and normal increase in expenditure in all departments has also upset the Budgetary position and reduction of expenditure on a percentage basis has become inevitable.

2. After consideration of all aspects of the case, it is directed that the following measures be adopted :—

(i) A general saving under each Major head of account has to be effected. In the Budget of 1952-53 to be framed according to the usual rules a saving of 5 to 10 per cent of the total grant will be shown under the Major heads concerned and *within one month* after the Budget is passed in the Legislature, the Heads of Departments should scrutinise and intimate to the Accountant-General, the detailed heads of account under which the savings will be effected. Savings should generally be confined to recurring charges, such as Salaries, Establishment, Travelling Allowance, Contingencies and special charges peculiar to each department and incurred every year. In exceptional cases, savings may be effected under charges of a non-recurring nature also. In any case, savings thus effected under the respective heads will form the basis in making provisions for future years.

In effecting retrenchment of hands, the following should be kept in view :—

(*a*) Vacant posts for which provision has been made may be kept unfilled if possible, or they may be filled up by taking persons from the posts filled up and to be retrenched, according to exigencies of service;

(*b*) In departments where after giving effect to percentage cut under the grant there are still a number of vacancies requiring to be filled up, the Public Service Commission may be requested to give preference to thrown out employees in filling up the vacancies.

Orders fixing the scale for menial staff will issue separately.

(ii) Except in the case of those proceeding on leave preparatory to retirement or on medical grounds, leave should not ordinarily be granted in excess of two months and arrangements should be so made that no extra cost is involved.

(iii) The touring officers should strictly limit their Travelling Allowance to the monthly limits by regulating the Tour Programme and in no case should it exceed the Budget provision.

(iv) The Budget provisions should not be exceeded and the departments should on no account ask for additional grants during the year unless there are really extra ordinary causes.

The Heads of Departments are requested to give effect to the above promptly.

M. SHAMANNA,
Secretary to Government,
Finance Department.